

# Amity Fire District



Title: Fire Chief  
Department: Amity Fire District  
Reports to: Board of District  
Salary Range: \$90,000- \$100,000  
FLSA Status: Exempt

## GENERAL JOB DESCRIPTION

The Fire Chief is the Chief Executive Officer for the Amity Fire District. They oversee the operation of the entire Fire District, its personnel, and activities. Exercises command over all day-to-day operations of the District's Fire and Emergency Medical Services. This position provides the Board with information, implements policies adopted by the Board, and manages the District operations in an effective and efficient manner.

## SUPERVISION

This is a supervisory position. This position supervises all district personnel, which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee.

## ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

### Duties and Responsibilities

- Directs District personnel and equipment at emergency incidents or other times as needs may dictate
- Analyzes District's fire preplans and develop strategies to provide adequate fire protection for the district
- Directs the investigations of fires when necessary to determine cause, origin, and circumstances
- Responsible for the enforcement of all the fire prevention codes of the District and State
- Develops long term and short-term departmental goals and objectives
- Prepares, recommends, and administers the annual Fire District budget
- Makes recommendations to the Board of directors regarding District purchases above the limits authorized by the board
- Keeps the board informed by collecting, analyzing, and summarizing information and trends; remaining accessible; answering questions and requests
- Develops, implements, and monitors policies and procedures, and the evaluation of District performance standards
- Plays an active part in community relations and rapport by meeting with citizens and advisory groups; neighborhood associations; community partners (special districts, adjacent fire departments, and the county) reaching out to resolve concerns, settle disputes, and propose potential opportunities to partner for community benefit (special events, public service events, health safety and wellness)
- Maintains professional and technical knowledge by attending educational workshops and participating in professional organizations

## **PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS**

*The physical demands (including lifting, mobility, movement, and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee is required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to seventy-five pounds and infrequently lift and/or move up to forty pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as a personal computer and various software programs, motor vehicle, phone, calculator, copy and fax machines, and other related tools and equipment.

### **Safety**

Employees must maintain a safe work environment by complying with District safety policies and rules and by practicing safety while performing the essential functions of the position. Due to specific responsibility for the district's employee safety programs, this position actively supports safety and loss control measures, maintains accountability for safety issues within the district.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge**

- Federal, state and county codes and regulations related to fire and EMS
- Principles, practices, procedures, equipment, and apparatus used in firefighting, rescue, emergency medical and various other emergency responses
- Organization and management practices as applied to the analysis of programs, policies, and operational needs
- Principles and practices of district administration, fire prevention sciences; including fire public education, inspection, and investigation
- Budget development and financial accounting practices
- Geography of service area
- Basic Emergency Medical Care
- NIMS Incident command theory and practices

### **Skill & Ability**

- Work effectively with board and district personnel
- Coach, direct, and motivate volunteers and career staff
- Select, supervise, train, and evaluate staff
- Provide administrative and professional leadership and direction for the organization
- Identify and respond to community issues, concern, and needs
- Properly interpret and make decisions in accordance with laws, regulations, and policies
- Prepare and administer district budget
- Analyze problems, identify, and implement solutions and evaluate results
- Understand and follow oral and written communications
- Writing clear and concise reports which include tabular and graphic presentations.
- Operate computer systems using customized software applications
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks
- Ability to react quickly and calmly in emergencies, and to direct the work of subordinates

## **EDUCATION & EXPERIENCE**

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills, and abilities would be. Associates degree in Fire Science or Fire Service Administration or related field AND a minimum of 10 years of fire service experience with at least five years in a supervisory or administrative capacity. Bachelor's degree and experience with small communities preferred.

## **LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS**

- Pass a comprehensive background investigation
- Possession of or ability to obtain a valid Oregon driver license, insurable by Districts carrier
- Emergency Medical Technician – Basic within first year of employment

## **DESIRABLE QUALIFICATIONS**

## **SPECIAL REQUIREMENTS**

- Successful completion of medical/psychological exams
- Within the first year of employment, establish residence within 20 minutes of Station Five
- Demonstrate ability to perform all necessary emergency scene functions
- Bachelor's degree in fire science, fire service administration, public administration, management, business, public policy, related field
- Graduate of National Fire Academy – Executive Fire Officer Program
- NFPA Fire Officer III
- Experience collaborating with volunteers